

~~CONFIDENTIAL~~

OFFICE OF TRAINING

NOTICE  
NO. 26-5b

14 October 1954

SUBJECT: Request for External Training at Agency Expense

1. Effective 1 October 1954, all requests for external training at Agency expense for employees of the Office of Training will be submitted to the OTR Career Service Board for approval before processing in accordance with CIA Regulation

2. The request, after it has been signed by the School, Staff, or Division Chief concerned, will be forwarded to the OTR Career Management Officer, Administrative Staff, for inclusion on the agenda of the following Career Service Board meeting.

3. The OTR Career Service Board meets on the first and third Tuesday of each month. Therefore, requests should be in the possession of the Career Management Officer, extension 3678, no later than seven working days prior to the meeting date of the OTR Career Service Board. It should be emphasized that this lead time must be considered by those who submit and approve such external training requests.

HATHEM BAIRD

Director of Training

Distribution: All OTR Personnel

25X1A  
25X1A9a  
25X1A

1A9a

JOB NO. BOX NO. FID NO. DOC NO. 28 NO CHANGE  
IN CLASS/ DECLASS/ X/CLASS CHANGED TO: TS S C RET. JUST 22  
NEXT REV DATE 09 REV DATE 09/09 REVIEWER 09/09 TYPE DOC. 11  
NO. PGS / CREATION DATE 09 COMP 11 OPIN 09 CLASS C  
REV CLASS 1 REV COORD. AUTH: HH 70-3